

Generator Service & Maintenance Scope of Work

1. GENERAL

The purpose of this contract is to provide servicing and maintenance to emergency generators in the territory of the United States Virgin Islands, which have been declared under a state of emergency or a disaster area by the Governor of the United States Virgin Islands.

The Contractor shall provide all management, supervision, labor, machines, tools, equipment and lubricants necessary to service and maintain emergency generators in top operational performance. Work shall commence within six (6) hours of receipt of a job order. Work shall be performed in the United States of the Virgin Islands during hours of 7:00 a.m. and 7:00 p.m., seven (7) days per week until all job orders are satisfactorily completed.

2. EXECUTION

The Contractor shall coordinate all work through the Department of Public Works (DPW). Emergency generators serviced and maintained under this contract must be owned or operated by a government agency. Service and maintenance of emergency generators shall consist of checking and replenishing all oils and lubricants, performing preventative maintenance and emergency repairs to make generators operational.

3. REPORTING

The Contractor shall submit a report to the Department of Public Works at the end of each day. Each Daily Report shall contain, at a minimum, the following information:

- A. Contractor's name and telephone
- B. Contract number
- C. Make, model number (including phase
- D. Agency, location, date, time and activity performed on generator (including an itemized list of all parts installed – old parts must be returned to DPW)
- E. Daily and cumulative total of oil and lubricants delivered to generator

4. PAYMENT

Payment for service and maintenance of emergency generator will be based on the number of generators serviced. Parts for parts are on a cost plus basis. Contractor is instructed to submit bi-weekly detailed invoices that must include, but is not limited to, the contracted number; the contract amount; the number of generators serviced; the number and cost of parts installed; the amount to be paid to the Contractor; the amount previously paid the Contractor (if applicable); the balance due the Contractor; the period for which services were rendered; days worked; number of units serviced; number and title of personnel; and copies of Daily Reports covering the invoiced period.

5. OTHER CONTRACTS

The Government reserves the right to issue other contracts or direct other Contractors to work within the area included in this contract.

GENERATOR BID SCHEDULE

BID SCHEDULE					
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Technician/Mechanic Fee for the first hour of service	1	Hour		
002	Technician Fee after the first hour of service	36	Hour		
003	Parts Replacement + 15% Mark-up	1	each		
TOTAL:					

Company Name: _____

Company Physical Address: _____

Company _____ Mailing _____ Address: _____

Tax indication Number: _____

Company Telephone: _____

Company _____ Fax _____ Number: _____

NOTE: Quantities listed above are for bid evaluation purposes only.